

**Village of Round Lake Park
Committee Meeting Minutes
August 14, 2007
7:10 p.m.**

Mayor McCue called the committee meeting to order at 7:10 p.m. on roll call by the Clerk the following members were:

Present: Pender, Nelson, Seminary, Schnur, and Teubert

Absent: Kenyon

Quorum

Also Present: Chief Filenko, Daniel Robbon, Robert Conway

Special Presentation

Bob Conway, Architect reviewed his plans for the village hall and explained what is required by the State and Federal Government for handicap accessibility. ADA does not apply if there is no public use. He reviewed the requirements on an installation of an elevator. There are some exceptions if a ramp was installed in the back by the stairs. Briefly reviewed the repairs to the new addition and recommended removing the old part of the village hall. Mayor McCue asked if some repairs could be done to the front but stated it would only be a temporary fix.

Mayor Report

- Mayor distributed a copy of a letter in response to the correspondence she received from Perez's Auto.
- Reviewed briefly reviewed the Intergovernmental Agreement between and asked for a general consensus. The Board was in favor and requested for the Clerk to put under Old Business
- Received software for the computers and who would do the set-up for them. Mayor McCue has been doing the set-up. The service from CDW was discussed and suggested a formal complaint should be filed. Servers will be installed by CDW on Friday.

Clerk

- The Clerk reported that she and Cindy met with the village attorney to review some procedures that need to be updated and improved. It was suggested by the Village Attorney to visit Park City's Board Meeting on Thursday. Mayor McCue and I are planning to attend.
- Reviewed for consideration Classic Printery Quote for 2000 Building and Zoning Reports for \$468.00. Mayor McCue suggested speaking to the building inspector for updates.
- The Clerk requested to bring in their Ordinance books for updating with the insertion guides.
- Business Cards should be ordered before the Illinois Municipal League Conference in October. Provide the Clerk with updated information.

- LOCIS Update: One hour of the travel time will be removed; they stated the village IT person failed to communicate with them. The Clerk asked Trustee Pender to contact them.

Approve Classic Printery Quotes

1. Motion by Trustee Schnur, seconded by Trustee Teubert to place on the Consent Agenda to approve the Classic Printery Quote in an amount not to exceed \$500.00.

Ayes: Pender, Nelson, Seminary, Schnur, and Teubert

Absent: Kenyon

Nays: None

Motion Declared Carried

Committee Report

Public Works

- Trustee Teubert reported working on a machinery equipment list.
- Briefly discussed fallen Tree branch and who is responsible for the clean up, Trustee Teubert will speak to George.
- Trustee Seminary inquired if the new water meter has been replaced at Murphy School. Trustee Teubert stated who thought it had been taken care of.
- Trustee Seminary reported that the Code Enforcement committee is working on the signs Ordinance for Main Street they are all in violation. Trustee Seminary and the Village Attorney are working together to create an Ordinance.
- Bob Cada will be requested to work two Saturdays a month for Code Enforcement violators.

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Planning, Zoning, Licensing & Ordinance review

- Trustee Schnur stated their will be a Planning and Zoning on August 21, 2007 at 6:00 p.m.
- The Architect will meet with the employees and Mayor to see what their needs are.
- A question was raised that that the police department's budget would be an issue if they don't get the payment from Hainesville their could be financial problems for the village. Chief Filenko stated that Hainesville funds have never been used for planning, hiring, personal etc. The funds would not have an impact for his department.
- Trustee Schnur stated the village should have a plan in place for the completion of the village hall, such as 1% of the sales tax could go into a fund for Building and Rehabbing the village hall and building a new police station. There was discussion on the possibility putting a village hall next to the police station on Main Street. Trustee Schnur stated money should be set aside for Capital Expenses for future expansion.
- Schnur reported on the Oktober Fest that he has received donations from Ace Hardware, 2 \$25.00 gift certificates, grill from Home Depot, Rae Ann

donated the use of a car port tent and she sent out a letter to her crafters to participate in our craft show. Blue Knights Meeting for parade, holding a kids raffle, volunteers needed for cooks, raffles, hayrides.

Environmental, Planning, Protection & Management

- Trustee Nelson distributed a letter from Clarke Mosquito.

Finance

- Trustee Pender stated she would like to meet with Lee Howard to review the village finances.
- Trustee Teubert stated he felt the village should be using procurement vendors instead of going to small businesses.
- Trustee Pender reported Tom Kloepffer recommended the village should hire Cobra Source for employees that require Cobra Insurance. The employee's name would be forwarded to Cobra Source and they do the rest of the follow up. Contacts the employee for completing the paperwork and the collection of the premium. Tom Kloepffer will pick up their premium. It was pointed out that when Larry completed his paperwork a check should have been collected from him to cover the premium. The village has been paying for his premium since June. A certified letter will be sent to Larry notifying him that he will be responsible for the premium.
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Trustee Pender insurance training is scheduled on Friday at the police department. Mayor McCue requested for him to stop by the village hall to review the information with the office staff.

Approve Water Adjustment Report

2. Motion by Trustee Pender, seconded by Trustee Nelson to place on the Consent Agenda to approve the Water Adjustment report for July 1 through July 31, 2007 with a Decrease of \$260.48, a Lien removal of \$457.56.

Ayes: Pender, Nelson, Seminary, Schnur, and Teubert

Absent: Kenyon

Nays: None

Motion Declared Carried

Police Chief

- Chief Filenko asked if the village has two email groups, yes for now one will eventually be eliminated.
- Filenko commented the police department is working on Code Enforcement on residential violations.

EMA

- Briefly discussed the EMA vehicle and the removal of the box can be removed and some of the lights before the truck are sent to auction.

Old Business

- Trustee Schnur reported Ray McCarty was the only one that participated in the business event. He had antique cars, food entertainment. He really did a nice job.
- The question was raised when there is an increase in services such as the garbage that is responsible for the changing of the fees?
- Spending Authorization for the Mayor.

Approval for Authorization Emergency Spending for the Mayor

3. Motion by Trustee Schnur, seconded by Trustee Seminary to place on the Consent Agenda for the Mayor to spend \$3,000 without approval and an Emergency Fund up to \$20,000. The Village Attorney should be directed to draft a spending Authorization Ordinance.

Ayes: Pender, Nelson, Seminary, Schnur, and Teubert

Nays: None

Absent: Kenyon

Motion Declared Carried

Approve Sign Variance

4. Motion by Trustee Nelson, seconded by Trustee Seminary to place on the Consent Agenda to approve the sign variance for Goddard School.

Voice Vote Called

Motion Declared Carried

Old Business

- Trustee Nelson reported he received the contract from Veolia and he would like an opportunity to review it before the board members vote on it. Trustee Schnur reported the increase was 19% included with increase the larger recyclable cans.
- Trustee Nelson stated Veolia donated 15 garbage cans for the festival.
- Trustee Pender reported on some issues with the treasurer, i.e.; no quarterly reports, investments, over charge for an employee on insurance. Trustee Pender is meeting with the attorney for direction.

Adjourn

5. Motion by Trustee Nelson, seconded by Trustee Schnur to adjourn the committee meeting at 9:30 p.m.

Voice Vote Called

Motion Declared Carried

Respectfully Submitted

Linda M. Lucassen, RMC